

## How to Prepare for the Exam

Following are some general tips to help you prepare for the multiple-choice test. Refer to the **Subject Matter of Examination** which describes the subject areas that the exam will cover. This information will assist you to prepare for the test.

**Read and follow all directions, instructions, and test materials carefully. Budget your time wisely.** The **total** amount of time allowed for this exam is **three (3) hours and fifteen (15) minutes**.

### **Multiple-Choice Questions**

Multiple-choice questions include a problem, either as a question or an incomplete statement and four possible answer choices. Read the problem and answer choices carefully. Then, select the one alternative that best answers the question or best completes the statement. Be sure to mark your answer by clicking the radio button next to your answer choice.

The New York State Unified Court System does not penalize applicants for wrong answers or apply a "correction for guessing." Therefore, it is to your advantage to answer every question, even if you are not sure which answer is correct. Some strategies to answer multiple-choice questions are given below.

- First, read the entire question carefully. Make sure you fully understand the question and try to answer it without referring to the answer choices.
- Look for any key words in the question that may help you select the correct answer from the choices given/presented. Some common key words are: many, most, least, less, more, good, best, advantage, disadvantage, first, last, never, always, any, not, except, false, and true.
- Always read all possible answer choices carefully before selecting a particular choice.
- Use the process of elimination if the correct answer does not immediately occur to you. Eliminate obviously wrong answers and narrow your choice to the ones that directly answer the question. Then select the alternative that best answers the question.
- Do not be influenced by the length of the answer choices. The longest answer is not necessarily the correct one.
- Do not select an answer choice just because it includes technical language. Answer choices using technical terminology may be included in order to see whether you know the difference between what "looks right" and what "is right."
- Determine the best answer using only the information supplied in the question, without making unwarranted assumptions. The correct answer is the one that works best for the situation described.

## **On the Day of the Test**

### **Arrive at the Test Center Early**

To be admitted to the test, you must report to the test center on the day and at the time printed on your Admission Notice. You should arrive at least 30 minutes before your scheduled appointment. Be prepared to spend at **least four (4) hours** at the test center. If you arrive late, you may not be admitted to the test.

### **Bring Identification Showing your Name, Signature, and Photograph**

**Identification Policy:** You must bring an original NON-EXPIRED U.S. or state government issued photo ID to the test site, printed in English, in the name in which you applied to take the test, bearing your photograph. You should bring a **printed copy** of your PSI center examination scheduling confirmation with you.

### **No Cell Phones or Electronic/Communication Devices at the Test Site**

Do **NOT** bring cell phones, beepers, headphones, watches of any kind, Google glasses, tablets, pagers, cameras, portable media players, or any other electronic or communication device to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification, your test score nullified, and your application fee **forfeited**. Calculators are **not** allowed for this examination.

### **No Smoking at the Test Site**

Smoking is strictly prohibited at all test centers, including buildings and grounds.

### **Test Security**

All written test materials for these examinations are the property of the New York State Unified Court System. Applicants must not remove test material from the test site or reproduce, reconstruct, or discuss the test content with others. Anyone found unlawfully copying, possessing or disclosing test questions or answers from civil service examinations, or providing test information to, or receiving test information from another applicant during the examination, or anyone found taking a civil service examination for someone else or enlisting another person to take an examination for another or oneself will be subject to disqualification from that examination, may be barred from taking any future examinations with the NYS Unified Court System and may be subject to other penalties as prescribed by law. Failure to follow written and oral instructions from the proctor may also be grounds for disqualification.

### **Examination Ratings**

Examination final ratings are reported on a scale of 100 with the passing mark set at 70. The passing raw score (number of questions answered correctly) for the examination will be determined at a date following the administration of the examination.

**Some General Suggestions:**

- Get plenty of rest the night before.
- Dress comfortably, in layers, so you can adapt to the temperature in the testing room.
- No food or drink is allowed in the test area. Therefore, prepare yourself by having a meal before the examination.
- If you are not sure where the test site is located, get directions to the site before the test date.
- Leave yourself plenty of time to get to the test site just in case there is traffic, you have car trouble, transportation problems, etc.
- Your attitude and approach to the test will influence how well you perform. A positive attitude will help you do your best.